

**HOME OCCUPATION
CERTIFICATE OF USE PERMIT**

Department of Planning & Zoning
159 Duke of Gloucester Street
Annapolis, Maryland 21401
410-263-7961

Address: _____
Business Name: _____
Business Owner: _____ Business Phone: _____
Type of Business: _____ Specific Use of Business: _____
Total Sq. Ft. of Residence: _____ Sq. Ft. Dedicated to Business: _____
of Non-Resident Employees: _____ # of Parking Spaces Provided: _____
Owner of Property: _____
Owner Address: _____

- **Submit a floor plan with the application.**
- **Review Section 21.04.300 for Home Occupation regulations.(Attached)**

I Hereby Certify that I am the home/business owner/tenant or authorized agent qualified to complete this application and the facts and declarations of intent set forth above are true and are intended to be relied upon by the established officials of the City of Annapolis.
I have received, read, and agree to abide by the home occupation regulations as set forth in Section 21.04.300 of the Annapolis City Code.

_____ Name (Please PRINT)	_____ Date	_____ Signature
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COST: Please submit with application--\$75.00 for Use and Fire Marshall Fee.

For Office Use Only:

Approved for Zone: _____

Planning & Zoning Date

Special Conditions: _____

Building Date

Fire Marshall Date

NON-TRANSFERRABLE

Good only for the use and to the location and extent described above. Changes in use, alterations, and changes in occupancy require a new permit.

Section 21.04.300 Home occupation.

"Home occupation" means a use, as specified in this section, conducted entirely within a dwelling unit or accessory building to a dwelling unit by a resident of a dwelling unit, which is clearly incidental and secondary to the use of the principal building on the zoning lot for dwelling purposes. The use neither shall change the exterior appearance of the dwelling unit nor have any exterior evidence. **Where permitted, home occupations shall meet the following standards:**

A. The total floor area utilized for the occupation (including both indoor and outdoor areas) shall not exceed twenty-five percent of the total floor area of the dwelling unit.

B. Operators of home occupations must be residents of the principal building on the zoning lot; and not more than one nonresident of the zoning lot may be employed in the occupation.

C. Home occupations shall not include or require outdoor display or storage of merchandise or of service vehicles.

D. Home occupations shall not sell goods on the premises in the same form as that in which the goods are purchased by the operators; and only articles or services produced on the premises shall be displayed or sold.

E. Home occupations shall be limited to the following:

1. Artists not employing industrial fabrication techniques;

2. Authors and writers;

3. Dressmakers, seamstresses and tailors;

4. Model making, weaving, custom woodworking and other home crafts not involving industrial fabrication techniques;

5. Music and dance teachers having classes of fewer than four pupils at any one time;

6. Professional offices of a single individual;

7. Repairs of bicycles (but no other vehicles), cameras, clocks, jewelry and small appliances not involving industrial fabrication techniques;

8. Other uses as may be found by the planning and zoning director to be consistent with the purpose of the district in which the use is located.

F. No off-street parking provided for a home occupation shall be located in a required front yard. In the instance of a home occupation involving a nonresident employee, one additional off-street parking place shall be provided.

G. No home occupation shall create noise, dust, vibrations, smells, smoke, glare, electrical interference, fire hazard, or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in the district on residentially used zoning lots where no home occupation exists.

H. No home occupation shall include any food preparation or service rental services, painting or repair of motor vehicles, hair dressing, or sales or refinishing of furniture or antiques. (Prior code §§ 22-2(54))